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35th Orientation Course for UNOs
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Dear Participants,

On behalf of respected Rector, Bangladesh Civil Service Administration Academy (BCSAA) and course management team, I congratulate you for being nominated as participants of the 35th Orientation Course for UNOs to be held at Bangladesh Civil Service Administration Academy, Shahbag, Dhaka from **01 November to 12 November 2020**.

2. It is expected that all participants have already registered themselves through using the online form. Please note that, in addition to online registration, participants must be physically present at the academy on **01 November 2020 on 8 a.m sharp**. Since it is a two week course, I would like to set forth some of the following useful information pertinent to you during the training period at the academy.

3. Bangladesh Civil Service Administration Academy places highest value on integrity and discipline. It is mandatory for the participants to attend all those sessions of the course. Therefore, I would like to request the participants to be prepared for making best out of the training and co-operate the course management team during the tenure.

4. Participants are requested to bring following items:

- a. Recent passport size photo- 4 copies
- b. Official attire as prescribed by the academy (please see the attachment for details on 'Dress code')

5. This course emphasizes on communicative English. All sessions of the course will be conducted in English. Therefore, participants are requested to be mentally prepared for conversation in English throughout the training period.

6. Due to COVID-19 global pandemic, participants are requested to use mask and maintain physical distancing during their stay at the academy along with following rest other health safety guidelines of the government.

7. Any query and emergency relating to the 35th Orientation Course for UNOs, please contact with Shabbir Ahmed Akunjee, Course Coordinator (cell phone: 01718411309).

8. Your active and attentive participation in the course would enrich and assist you to contribute to the field administration as well as in flourishing the glory of BCS (Administration) cadre. I believe, learning from this course would enlighten your professionalism in long run.

We look forward to receiving you on **01st November at 8 am** in the academy.

With regards

Md. Nazrul Islam
Course Director
35th Orientation Course for UNOs

Instructions on Dress code (For Male Participants)

1	Participants should not put on indulgent/unrestrained dress during class or occasion.
2	Participants should dress according to the guideline provided by course management team.
3	Participants must comb hair properly.
4	Unconventional hairstyles are strictly prohibited.
5	It is not allowed to use any kind of hair band.
6	Male participants must be clean shaved.
7	Beard must be properly trimmed.
8	Colour and design of attire must be as sober as it deemed to be official. Bright colour and any kind of lase is unacceptable.
9	Jeans pant, loose pant or collarless t-shirt is not accepted.
10	Only dark coloured (Black and Navy Blue) formal suit is allowed.
11	Wearing tie is mandatory during training period.
12	Shirt and trouser must not be too tight or too loose.
13	Shirt, pant or suit should not be too tight or too loose.
14	Colour of the socks must be consistent with the pant and shoe thus no portion of legs become visible.
15	Light perfume can be used.
16	Dress up must be neat and clean with required level of iron and starch.
17	Use of any jewellery is strictly prohibited. Attire, hair style and shoe must have the combined reflection that an officer should have.

Occasion	Dress code
All session	1. Closed collar full sleeve white shirt 2. Black Pant 3. Only dark colour (Black or Navy Blue) formal suit (during winter) 4. Black Oxford shoe 5. Black long sock 6. Tie (To be provided by the academy)

Instructions on Dress code (For Female Participants)

	Participants should not put on indulgent/unrestrained dress during class or occasion.
	Participant must comb hair properly, preferably braided or tied with hair band.
	Indecent jewellery must not be used.
	Colour and design of attire (Sharee and Blouse) must be as sober as it deemed to be official. Bright colour and any kind of lase is unacceptable.
	Participants should put on toe covered shoe. Slippers, sponge sandals or hawaiian slippers are not accepted.
	Design and colour of shoe must be decent.
	Jewellery must be decent. Heavy, unconventional, expensive and unrestrained jewelleries are not allowed.

Following dress code must be maintained during training

Occasion	Dress code
All sessions	<ol style="list-style-type: none">1. Maintain colour code (Three colours - Green, Blue, Pink) sharee fixed by the academy2. Supplementary parts of dress must be consistent with sharee.3. Foot covered with black shoe.4. Salwar kamiz is not accepted.

